

Minutes approved by the Public Safety Advisory Commission on April 12th, 2016

1. **CALL TO ORDER**

Meeting called to order by Chairman Nathan Seable at 7:33 am

Members Present:

Nathan Seable, Tim Rippe, Robert Mills, Tom Epler and Mason Brown.

Members Absent: Glenn VanBlarcom, Drue Garrison and Anne Niven

Liaisons Non-Voting Representatives Present:

Guy Storms, Councilor Ron Thompson & Connie Potter (arrived @ 7:38 am)

Liaisons Non-Voting Representatives Excused:

Nick Chan

Others Present:

Police Chief Janie Schutz, Sharon Cox and Newstimes reporters Travis Loose and Caryssa Dieni.

2. **INTRODUCTIONS**

Self-Introductions were made.

3. **CITIZEN COMMUNICATIONS**

None at this time

4. **APPROVAL OF MINUTES**

There was a motion by Tim Rippe and a second by Robert Mills to approve the minutes from January 27, 2016 as emailed.

Motion Carried 5-0 VanBlarcom, Garrison & Niven absent

5. **ADDITIONS/DELETIONS**

Orientation Manual Draft presentation/discussion

6. **STAFF REPORTS**

Police Department – Chief Schutz said they are having a lot of personnel shifts at this time and possibly two retirements in April and May. She has recently hired two lateral officers – one from Hillsboro and one from Hubbard. When they hire a lateral they come already certified and only have to complete their field training.

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Beginning April 1st, a Forest Grove Officer will be assigned to TriMet. They have a 3 year commitment to

They are installing a new recording device in their interview room.

The Pacific University Student Union has asked to have a Coffee with a Cop session in March.

Chief Schutz said they will be beefing up their Reserve Officers. She feels that if she has a solid Reserve force she could possibly hire from that pool of Officers.

She said that she is encouraging City Department Heads to participate in NNO and make it a citywide event.

The Citizen's Academy has been shortened this year and is being offered to FGHS seniors to complete their senior projects.

Chief Schutz said that she and 8 Forest Grove Police Department employees attended the Memorial Service for Officer Jason Goodding in Seaside last week.

She said that for the second time she was asked to be the Keynote Speaker at the Basic Police Academy Graduation last Friday. Her youngest son graduated from the class and is currently working for Hillsboro PD.

Bob Mills said that due to the recent arrest in town, could she tell them the difference between 1st degree, 2nd degree and 3rd degree sex abuse? Chief Schutz said that it has to do with the level of touching and the frame of mind of the victim at the time of the incident.

Tim Rippe asked if there was an update on the new Police Department building. Chief Schutz said no but she sent an email to Paul Downey asking him about the RFP. As soon as the RFP is complete the Sub Committee will be asked to participate.

Nathan Seable asked if there was closure on the COPS Grant. Chief Schutz said she contacted the Federal Agency and turned down the grant. She knew they would not be able to fund it. She said she will apply again using the same concept of working with the Latino community, IGET and her Trust Coalition.

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Fire Department – The Fire Department report was emailed to the PSAC prior to the meeting. Chief Kinkade was not in attendance.

City Council – Councilor Thompson said they discussed the Operating Levy at their retreat. It is due to expire in June 2016.
The Police Building is a top priority for Council. They plan to begin this project as soon as they can.

They also want to see development of industrial jobs for the City.

He will share the priority list with the PSAC as soon as they put it together.

Councilor Thompson said tax revenue was above what was expected for the year.

Building activity is the second highest in Forest Grove history.
Demographics show we are attracting younger families.

He spoke about the meetings that were held recently regarding the Urban Renewal Agency. He shared literature explaining the URA as well as Plan 1 and Plan 2 of the Forest Grove Urban Renewal Agency Downtown Mixed-Use Project. (These were emailed to the PSAC after the meeting)

7. NEW BUSINESS

Fire Authority IGA – Councilor Thompson said Council held a Work Session with Chief Kinkade. He explained to them the efficiencies to be made with a Fire Authority IGA. Status quo is not sustainable.
Council gave him permission to move ahead with the development of a draft IGA.

Orientation Manual Draft presentation/discussion

Tim Rippe said that one task of their Strategic Plan was to put together an Orientation Manual for new members. He has put together a draft and will let the new members take and review it. The Manual contains a Table of Contents, List of Members, Task List for new members, Bylaws, Annual Boards & Commissions presentation, the PSAC Strategic Plan, general Fire and Police Department info and reports, information on Public Safety funding in regards to the City's budget and the Operating Levy.
Once the manual is final the departments will purchase binders and make copies for each member.

8. OLD BUSINESS

Update on PD Budget Preparation – Chief Schutz said with the new City Manager has come a new budget process. She said she will be putting in a request for Body Worn Cameras and the storage for the videos.

Follow up on City/School District communication regarding school safety and emergency response – Nathan Seable said that back in October Connie Potter spoke to the PSAC regarding what FGSD is doing to prepare for emergencies. This meeting began further communications with both police and fire departments regarding their working relationship.

Connie said that since then, the FGSD has ordered numbers for their doors (suggestion by the PD). They meet every other month with Chief Schutz and her department. She has met with Chief Kinkade and they are regularly corresponding.

They held a reunification drill in January. They will be having a follow up drill in June.

Chief Schutz said they will be visiting all of the schools to make sure they are familiar with the layouts. They are appointing a new SRO in June.

Strategic Planning Special Meetings

Nathan said he had polled the group trying to set a date for March 9th. There were enough members that couldn't make that date and with not everyone at this meeting, he will send out an email with a couple more dates to try to schedule this for the near future.

9. ANNOUNCEMENT OF NEXT MEETING – TBA

10. ADJOURN

The meeting was adjourned at 8:57 am.

Recorded & submitted by Sharon Cox, Administrative Assistant